

# COMMUTER CAPTAIN GUIDE

## 1. FIND YOUR WORKPLACE JOIN LINK

- Log in to your [Way to Go! Missoula](#) account.
- Select Management Dashboard > your workplace > Edit.
- Once in the Edit section, you will see your Shareable Join URL

## 2. INVITE EMPLOYEES TO JOIN NETWORK

- Visit [missoulainmotion.com/commuterchallengecaptains](https://missoulainmotion.com/commuterchallengecaptains) to download template invite emails to send to your team throughout the challenge.
- The first template email is for new colleagues explaining the challenge and inviting them to sign up with Way to Go! Missoula via your team's unique \*shareable join URL\*. (See step 1) Write your own emails or copy & paste from the template.
- Anyone who participated in previous years will already be in the network.

## 3. DELETE FORMER EMPLOYEES FROM NETWORK

- Go to Management Dashboard > your workplace > Members.
- Review the people in your Workplace Network to verify they are all current employees and remove anyone who is not.
- Remove members by selecting the ">" icon to the left of their email address. Anyone on the list will count as a team member.

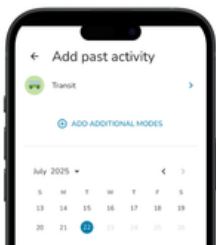
Please DO NOT update the "organization/company size" section

- MIM staff will update this for all teams

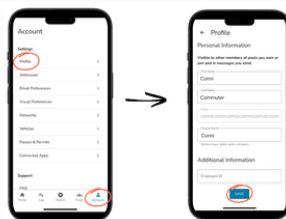
Please leave your network as a "private network"

- That way members of the public cannot accidentally join your team

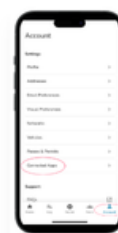
## 4. HELPFUL HOW-TOS TO SHARE WITH YOUR TEAM



Logging Sustainable Trips



Update Address in Profile



Log Trips with Strava

**M I S S O U L A I N M O T I O N . C O M**